

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Executive Secretary / Council	<u>Revision Date:</u> 1/07
		<u>EEO Function:</u> Exempt
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30152

II. Summary Statement of Overall Purpose/Goal of Position

Under general supervision of Director of Council Office and Council Office Manager, assists visitors, answers phones, handles executive and office correspondence, maintains confidential records, prepares agendas, and performs other related duties.

III. Essential Duties

- ◆ Represents positively the Council Office & City Council Members in dealing with the public, City staff, private organizations, and the business community.
- ◆ Responds directly to many incoming public inquiries and complaints.
- ◆ Assists visitors and answers the telephone, screens phone calls, and follows-up on calls by responding or directing to appropriate department.
- ◆ Maintains correspondence for Council Office, and City Council Members.
- ◆ Performs dictation and transcription, assists in the preparation of Council agendas, and prepares from notes/tapes minutes from some City Council Meetings.
- ◆ Maintains extensive office files and City records.
- ◆ Schedules appointments and staff meetings for Council Office Director, and City Council members.
- ◆ Opens, sorts, reads, distributes, and responds to office mail.
- ◆ Schedules travel arraignments including airline, hotel, and rental car, for Council Staff and City Council Members for various conferences.
- ◆ Plans weekly Council dinners, receptions, and other related special functions.
- ◆ Maintains an orderly documented flow of paper work, and obtains Council signatures and addendums for City documents.
- ◆ Orders inventory and office supplies within the confines of the budget.
- ◆ Coordinates general maintenance of copy machine and laser printer.
- ◆ Assists in recording time cards for Council members.

IV. Marginal Duties

- ◆ Performs other duties as assigned.

V. Qualifications

Education: One year secretarial or business training.

Experience: Two years of related executive secretarial experience; may substitute an additional year of experience for required training.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; transcription and shorthand; data entry and word processing; effective filing procedures.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, and tools; discretion and responsibility is required when working with employees' salaries and other personal employee information; maintaining payroll confidentiality and other personal information on file.

Communication Skills: Glean relevant information to inform personnel and the public regarding City ordinances and practices; able to calmly communicate and resolve problems with angry or upset claimants; frequent contact with executives on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; contacts with other departments requiring tact and judgement to avoid friction.

Tool, Machine, Equipment Operation: Type 65 WPM, transcription and shorthand; simple research and data collection; report preparation and minor budget data preparation; regular computer use is required with the ability to operate mainframe system and word processing software; regular use of printer, phone system, and copier, occasional use of fax machine and electronic typewriter.

Analytical Ability: Work credibly with confidential personnel records; organizational skills including the ability to prioritize in order to meet deadlines.

VI. Working Conditions

Extensive pressure and fatigue are present in this position due to exposure to stressful situations and deadlines; constant attendance is required; work procedures are established, only unusual cases are referred to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same positions. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____